

**BWVC Regular Meeting Minutes**  
**5:00 PM, Monday, June 21, 2022**

**Attendance:** Patrick Barry, Rachel Brown, Maria Burslem, Pam Cohen, Betty O'Regan, Shari Phalen, Toby Ridings, Ken Rosenberg, Susan Stith, Mary Young.

**Proposed Agenda:** Reviewed and approved.

**Minutes:** 5/16/22 Regular Meeting Minutes were approved.

**Building Manager's Report:** *See Building Managers Program Report (attached) for information presented. Following is additional information discussed:*

- ❖ Janitorial support
  - 2 hours/event is designated for cleaning.
  - Rachel will create a cleaning checklist.
  - New cleaning tools are needed for more effective cleaning:
    - Vacuum
    - Mop, etc.
    - The committee approved the purchase of a new vacuum cleaner.
- ❖ WSS has requested 'The Ring' security system at the front door.
- ❖ AED box installation is complete.
  - Ken Morrison provided the box/installation free of charge.

**Chairperson's Report:** *See Chairperson's Report for additional information.*

- ❖ Phase 1 of the sewer repair is to be completed between August 1<sup>st</sup> and August 28<sup>th</sup>.

**Program Manager's Report:** *See Program Report for information presented. Some of the information provided is recapped, as follows*

- ❖ Holiday Art On The Town
  - This event is being planned by Bernadette and Elisabeth
    - The committee discussed ensuring that other holiday events be coordinated so that scheduling/attendance can be maximized.
    - Betty and Susan will coordinate with Stuart regarding any planned Artisan Trail events.
- ❖ Tai Chi
  - They are very generous in their donations.
    - The committee should consider thanking them in some way.
- ❖ Standard Operating Procedures for ACRA
  - Toby and Pam are working on compiling this information.
- ❖ PPP – Much work has already been performed by Toby. Special thanks for her efforts!
  - Friday Outdoor Set-up
    - Comprised of all volunteer work.
    - Toby requests the committee consider adding Jeremy as a paid resource in assisting with this set-up.
    - Known resources are critical to ensure everything gets completed on Friday.
  - Wednesday Indoor Set-up
    - Shari will oversee again (thanks, Shari) but in a limited capacity as she is scheduled for surgery at the end of July.

- Thursday Indoor Table Set-up/Dressing
- PPP on Fair Day
  - 30 volunteers are needed.
  - Committee members are encouraged to find volunteers.
  - Shari will work with Randy to schedule the volunteers.
  - 3 Committee Members need to be in the Buzz throughout the day.
    - Early morning vendor set-up
    - 3 hour shifts throughout the day
- The raffle was also discussed.

### **New Business:**

- ❖ WSS has requested additional trash cans at the playground.
  - Jeremy will need to pick-up/empty this can.
  - The committee approved this expenditure.
- ❖ Swim Meet 7/28/22
  - No parking conflicts were noted.
- ❖ Gaga Pit
  - A resident has proposed/requested building this on the green.
    - The committee discussed the following concerns:
      - It needs to be removable for times the green is in use.
      - Where can it be stored when not in use?
      - It was agreed to procure the design and plan.
        - Patrick will evaluate storage needs/feasibility
- ❖ BWVC Box in the Door:
  - Only one key exists for the box.
    - Pam will try to get an additional key
    - It was suggested that a bigger box be purchased.
      - Pam will bring recommendations.
- ❖ BWVC Thank You Cards.
  - The committee discussed the idea of having personalized thanks you's with BWVC design.
    - Betty will design.

Motion to adjourn at 7:05 PM was approved.

Respectfully submitted,  
 Mary Young  
 BWVC Secretary

**Community Events:** No new community events. Toby and I discussed placing stand up clear plastic holder for each meeting with standard set up with chairs and tables.

**Rentals:** seven new inquiries. 2 did not book. (1 booked el. here, one decided to stay where booked but change date-Danny Schweers involved)

Five out of seven toured and booked.

More inquiries and rentals for earlier on Sundays.

**Operating:** See Rachel

**Temporary Operating-** Walk thru done with Claire, Rachel, and me.

Squishy floor in closet in room 4. Rachel speaking with Jeremy.

Cleaned out Coffee house closet, two closets in room 2 and kitchen cabinets in room 1. All ready for ACRA.

Waiting for Advance Solar to call back with new fan date to come in. Will let Rachel know.

Summer window plants and door plants needed. Geraniums and whom is buying and planting?

Windows cleaned before fair?

Blue table that Michelle used was Bev Fleming's. We need to have someone strong take over to her house. Jeremy or Joey?

Still waiting for actual license from Fire Marshall's office. I will check with Skip to see if check was processed.

Ken Morrison did not charge for the box he made for AED. Thanks to Ken!

Twenty-five chairs donated to Sellers Senior Center.

**Marketing-**Usual Marketing for brochures but have added grocery stores including trader joes.

Put a few in Brew Ha Ha and Manhattan. Most magazines, etc are over budget for now. Most inquiries and coming via location or word of mouth.

**Discussion:** See Rachel

**Solar Reading:** 58847 6.10.22

Thank you for allowing me to present this report.

Respectfully,  
Pam Cohen


## Buzzware report notes

June

Air condition - maintenance had Jeremy Change filters! service guy came out said fan is broken on one of the systems has to order it! Said about a week to come in! to should be back this week of 6/20 to install. Also drain pipe for AC unit needs to be reattached

Bathroom- should have light switch that goes off automatically turns on when someone walks in there I've come in multiple different times to bathroom lights on! Also wax seal in men's room could need to be replaced might be the cause of the heavy urine smell in there

Hazards around the building out the back door by the trashcan is an ankle breaker along the asphalt there's also holes along the front of the parking lot on the right side! hornets nest by picnic tables I believe clay sprayed them at night to have that taken care of!

In room 4 looks like there's water damage on the floor by the sink area and the refrigerator looks black might be mold underneath Also in the room the AC unit had a sag in the line Jeremy fixed it for proper drainage Also a large scratch across the floor!

Locks and security around the building doors in room three doors seem to be open & there aren't getting locked properly! front door seems to be able to be pulled open with a quick jolt even when locked

Cleaning- I don't think the boys have been a lot of enough time to clean building between events I think the bathroom should be cleaned and wiped down after every other day yes things are going on in the building I also feel like they don't have the proper cleaning supplies as far as a vacuum and working dust mop/regular mop or large pushbroom! Also think instead of paying an outside company to do a deep cleaning that we should utilize the staff we have to do certain cleanings each week that's why it's never too much and not overwhelming and the place is looking presentable and clean for every possible renter!

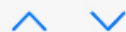
Mail -Still confused about where it goes?

Ready refresh- Holding off ordering until Acra is done! Acra is going to take care of water for summer program!

1:35



< All Inboxes



6/21/22

## **BWVC Program Report between: 5/18/22- 6/21/22**

### **Friday Night Programing:**

**Art Loop:** 6/3/22 - Janet Williams Plein Air Artist

We had 34 attendees and ~ \$95 in donations.

Janet had a number of sales, approximately \$650.

Beverages used: 2 bottles pinot gris, 1.5 litre of sauv blanc, 1 bottle of red, 1 beer.

Lon Sullivan, Opening Artist for Art Loop in October.

It is time to talk about the December 2022 Holiday show!

**Coffee House:** 2nd Friday of the Month: 6/10/22 The Q Experience Jazz Trio,

A fantastic outdoor performance with 50 guests at peak time 9 PM, 15 in attendance at 11:00 PM. Not many people signed up to perform. Donations \$263.00.

Coffee/soda/water donations = \$10.00 included in total.

### **Weekly Programing:**

**Monday Night Art Studio - 7-9 PM** Jean Orr, sponsor

**Arden Bookies - 2nd Monday of the month,** Gerry Konselman contact. Donations received = \$29.65

**Tai Chi with Jill Emory - Mon,Wed,Sat 9AM,** Jill Emory sponsor and instructor.

7-10 regular practitioners donations this month \$151.00

**ACRA Summer Program:** June 25-July 30. Pam completed walk-thru. Toby & Pam working on an SOP for ACRA and meeting procedures during ACRA Co-op.

### **Community Event Requests:** None

**PPP Fundraiser:** The Early Bird mail-chimp campaign started on June 1st. We have received 10 applications thus far. This is a busy time for recruiting vendors. Cold and warm calling begin now. Ken R. posted the application on the BWVC website. The BWVC committee needs to manage Pre-fair outdoor set-up, fair day functioning and volunteers. We need a volunteer to manage publicity. There has not been a sub-committee meeting scheduled.

**Outdoor lighting:** Competed and looks great. We have requested lower wattage bulbs. Joe Cheifo will install as soon as received.

**BWVC GuideBook** - Ken moved Guide book binder to Google docs drop box.

**Website:** Pay now button and Bookqued software for booking rental space. New site for Guidelines <https://bit.ly/BWVC-Buzz-Binder>.

Respectfully submitted,  
Toby Ridings

BWVC Chair Report

6.18.22

### **ARPA Allocation Results**

Denis O'Regan is checking in with the plumber regarding a date in Aug. to schedule an evaluation of the sewer system between the end of ACRA and the Arden Fair. The work will be completed between September 10 and October 10. Exact dates have not been set yet.

### **Damage to tile floor**

I spoke to Jeffrey Pollitis about the insurance in relation to the tile floor damage by the stage and he did not believe that there is insurance that would cover this. He was very interested in having us talk to the company that installed it stating that even if it isn't under warranty, it was expensive and should be able to withstand that level of treatment without damage. If they don't agree to this, we could ask them about a superficial repair (filler) and the cost (or even capacity) to have the damage tile removed and replaced.

### **Webmail access for Pam, Rachel and Toby**

Cecilia Vore has set everyone up everyone who needs access to webmail. We will check in with each other in 3 weeks to make some adjustments.

Respectfully submitted,

Betty O'Regan and Toby Ridings

Co-Chairs of BWVC